

Project Charter

Project Name: Agency Grants, Loan and Aids Tracking and Outcome Reporting Project

Date Chartered: July 2012

Expected Completion Date: October 12, 2012

Team Leader: Perry Brown

Team Mission:

What is the purpose of the team?

Apply Lean Government principles to the establishment of agency wide tracking and outcome reporting of all grant and aid programs identified as potentially producing economic benefit to Wisconsin Agriculture. Currently, the agency does not have standard tracking or report criteria. The scope of the project will identify programmatic goals and accountability measures for all grants, loans and aid identified under Wisconsin Act 125. Additionally the team will develop and implement an agency wide reporting platform that can be used to satisfy the obligation of an annual financial and performance evaluation audit required as part of Act 125 legislation.

Team Goals/Measures to be used to quantify progress, determine success:

The team will implement improvements/measures that accomplish the following.

1. Identify and document all agency grants, loans and aid programs that match Act 125 requirements.
2. Work with individual program staff to identify program goals and accountability measures.
3. Develop an Agency-wide tracking/results document can be utilized to document individual program economic development results.
4. The team will work with program staff to develop and publish agency documentation necessary to fulfill Act 125 annual requirements. (Due end of Sept. 2013)

Team Members:

1. Perry Brown
2. Jason Gherke
3. Megan Shaw
4. Mike Bandli
5. Juli Speck
6. Rich Castelnuovo
7. Keith Foye
8. Paige Rusch

Issues to be addressed:

What problems or opportunities will the team solve?

1. Help each individual program establish measureable goals and outcomes.
2. Develop a standardized outcomes and accountability measures document that is completed by each individual program.
3. Direct the completion of an annual report as required under Act 125.

Expected Results:

What will be in place when we are done?

1. Standardized Operating Procedure for tracking and report grants, loans and aid administered by DATCP. (SOP and documents completed by completion date)
2. Final economic development report that meets the criteria established in Act 125. (Report due end of Q1 2013-14)

Additional Support/Resources:

Who will we need assistance from besides the team members?

1. Agency program staff that direct grant, loan and aid program, but are not members of the team.
2. Consultation with state-wide lean government experts outside DATCP.

Responsibilities and Boundaries:

What areas will the team look?

1. All agency grants, loan and aids programs that hold authorization allowing distribution of funds to individuals, association, companies or local government agencies.

What areas will the team NOT look at.

1. All agency mandated licensing or inspections programs required under Wisconsin statutes.